


# Planning & Design Limited Services Contract

Project Development and Environmental Analysis Unit		Approved: 11/8/11 Version: 2.0
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## **Purpose**

The purpose of this procedure is to establish a standardized process within PDEA for using the Planning and Design Limited Services Contract(s) for project planning needs.

## **Background**

On occasion, PDEA Project Managers may require the limited services of a Consultant to assist with specific items in the development of lower-tier environmental documents (Categorical Exclusion (CE) and Environmental Assessments (EA)/Finding of No Significant Impact (FONSI)). Using the Planning and Design Limited Services Contract is one option to acquire the Professional Services required. Use of these Limited Services Contract(s) is intended for well defined, finite scopes of services, when advertising is not desirable, and/or for projects have unusual time constraints. The advantage to using these Limited Services Contracts is that they are “on-call” agreements, and notices to proceed can usually be issued quickly.

For general information on outsourcing, reference:

- [NCDOT - Policies and Procedures for Major Professional or Specialized Services Contracts](#)

## **Responsibility**

- ✚ PDEA Group Leader – identifies need for assistance.
- ✚ PDEA Section Head – makes the initial request to PSMU for assistance, informs PDEA Unit Manager.
- ✚ PSMU – assists with scope of services, estimates, and issues the Notice to Proceed.

## **Procedures**

1. The PDEA Group Leader and Section Head will discuss the need for assistance. Then the PDEA Section Head will email PSMU Manager requesting to use the Planning and Design Limited Services Contract. The email should include:
  - TIP #
  - Project Description
  - Scope of the service needed

- An attached vicinity map

The PDEA Unit Manager will be copied on the request and will Reply All to the email approving the request. If the PDEA Unit Manager does not concur with the request, he/she will discuss with the PDEA Section Head before replying to the email.

2. Once the request has been approved, the PDEA Section Head will choose a consultant from the approved list and make the initial contact with the consultant's Project Manager.
3. The PDEA Unit Head will have the PDEA-PM contact the Consultant for an initial meeting to discuss the project and the needed service(s). PDEA-PM and the consultant develop the Scope of Services according to "Development of Scope of Services" procedure.
4. Upon finalizing the Scope of Services, the PDEA-PM and the Consultant will develop their respective original estimates according to the "Contract Negotiations" procedure. Both original estimates will be submitted directly to the PSMU within 10 business days. PSMU will log in both estimates, perform a check and forward both estimates to the PDEA-PM. PSMU will note if the difference in mandays is greater than 5% and/or if the costs difference is greater than 10%.

PDEA is required to keep a diary of all intermediate steps during contract negotiations. Therefore, the PDEA-PM will also log in all of the estimate submittals until the estimate is finalized. This log will be attached to the final executed contract and be filed in the project's contract file.

5. Upon completion of negotiations, the Consultant and PDEA-PM will submit their respective negotiated estimates to the PSMU within 10 business days. Upon receipt, the PSMU will log in each estimate. Once both estimates have been received, the PSMU staff will review the negotiated estimates a final time. If the estimates are within the acceptable limits, within five (5) percent of the total manday estimate and within 10% of the total costs, the PSMU staff will perform an In-house audit (since rates are pre-approved by External Audit, there is no minimal dollar amount that requires External Audit to perform an audit).
6. If after negotiations by the PDEA-PM, Group Leader, and Section Head the cost differential is greater than 10 %, PSMU will be notified in writing of the issue(s) with a recommendation and attached estimate spreadsheets. PSMU will elevate the issue to the Administrator of the Technical Services Division.
7. PSMU will issue the Authorization to Proceed to the consultant and send the original executed contract to PDEA Office Manager (Brenda Avant) once negotiations are satisfactorily completed. The PDEA-PM will give the PDEA Office Manager the negotiation log.
8. The PDEA Office Manager is responsible for filing the contract and the log.

## **Contacts**

- For suggestions to change this procedure contact: Karen Capps, [kbcapps@ncdot.gov](mailto:kbcapps@ncdot.gov)
- For questions about performing this procedure contact: Michael Penney, [mpenney@ncdot.gov](mailto:mpenney@ncdot.gov) ; PSMU Staff assigned to project.

## Record of Revision

[illegible]